Retention and Classification Report

Agency: Uintah Transportation Special Service District (Utah) (2213)

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Records Officer: _____

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AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27225 3
TITLE: Administrative Control Board closed meeting records
DATES: 1989-
ARRANGEMENT: Chronological by date of board meeting
DESCRIPTION:

These records support the agency's administrative function to hold closed meetings in accordance with Utah Code 54-4-204(2014) and 54-4-205(2013). Records document the proceedings of the closed meeting and are the official record of all matters discussed (Utah Code 52-4-206(1)(a), (2)(2014)). Information includes parties present as well as the date, time, and location of the meeting.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Closed meeting records, GRS-1710.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1989 through 2009. Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Sound recordings: For records beginning in 2009 and continuing to the present. Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

These records of historical nature as they document the proceedings of a public body.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27225
TITLE: Administrative Control Board closed meeting records

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(32)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 26384 3
TITLE: Administrative Control Board open meeting minutes
DATES: 1988-
ARRANGEMENT: Chronological by date of board meeting.
DESCRIPTION:

These records support the agency's administrative function to hold public meetings (Utah Code 52-4-201(2006)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting. Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 26384
TITLE: Administrative Control Board open meeting minutes

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).

These records are historical as they document the decisions of the Administrative Control Board.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27540 3
TITLE: Administrative code
DATES: 1989-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These are the constitution and bylaws of the District Board. They establish the organization and operational procedures for the Board. They include a description and purpose of the Board, description and responsibilities of the Board's positions, employee's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, the establishment of procedural rules, records access and management, employee personnel policies, and procurement procedures for engineering and construction contracts. These are the constitution and bylaws of county governing/advisory boards (e.g., library board, hospital board, fair board). They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc).

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Constitution and bylaws, GRS-43.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27540
TITLE: Administrative code

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27537 3
TITLE: Annual budget
DATES: 1989-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3(14)(1995)). At or before the first regularly scheduled meeting of the Board in November, the Executive Director shall file with the Board, a tentative budget for each governmental fund and capital fund, and an operating and capital budget for each proprietary and other required special fund for which a budget is required. After considering the proposed budget and making any revisions thereto that it may deem advisable, the Board shall, by resolution, adopt a budget for the ensuing fiscal year prior to the beginning of the fiscal year, subject to later amendment. The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3 (3)(a) (2012)). "On or before the 15th day of the last month of each fiscal year, the governing body by resolution shall adopt the budget which, subject to further amendment, shall thereafter be in effect for the next fiscal year. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the budget officer and filed with the state auditor not later than thirty days after its adoption" (UCA 17-36-15 (2012)).

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27537
TITLE: Annual budget

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27538 3
TITLE: Audit reports
DATES: 1989-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These records support the agency's fiscal function to perform an annual audit in conformity with the "Uniform Accounting Manual for Special Districts" (Utah Code 51-2a-202(2004)). Records document the auditor's findings, written opinion, and recommendation for improvement. Information includes related financial data and supporting documentation. These are reports written and prepared as a result of audits of governmental entities by an outside agency examining and verifying the entities' financial activities for the year.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).

These records are of historical interest as they show the financial situation of the agency from year to year.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27538
TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27564 1
TITLE: Board member files
DATES: 1989-
ARRANGEMENT: Alphabetical by last name
DESCRIPTION:

These files include a financial summary of payments made to board members, contact information, training certificates, and adverse action files.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. 63G-2-302 (2) (a)

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27563 1
TITLE: E-100 contractor statement of interest
DATES: 1998-
ARRANGEMENT: Chronological by year of engineering pool; then alphabetical by contractor company name.
DESCRIPTION:

These are the applications submitted by E-100 contractors to be pre-qualified in the District's annual pool.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected 63G-2-305 (2) (b)(c)

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27545 3
TITLE: Engineering statement of qualifications
DATES: 1998-
ARRANGEMENT: Chronological by year of engineering pool, then alphabetical by engineering firm name.
DESCRIPTION:

These are the documents detailing qualifications submitted by engineering companies or individual engineers to be accepted into the District's annual pool.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after expiration of eligibility and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected 63G-2-305 (2) (b) & (c)

SECONDARY DESIGNATION(S):

Private

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27539 3
TITLE: History of the district
DATES: 1989-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This is the history written by a past Director. It includes the title, author, date written, and a historical narrative.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27543 3
TITLE: Litigation files
DATES: 1997-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These records support the agency's legal function to document lawsuits filed by or against the agency. Records document the legal proceedings of each case. Information includes attorney notes, copies of official fillings and depositions, related correspondence, and research materials.

RETENTION:

Permanent. Retain for 20 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Civil case files, GRS-2034.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

These records are of historical value as they document the legal proceedings of the agency. The records are also of legal value as they serve as evidence of the agency's rights.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27543
TITLE: Litigation files

(continued)

PRIMARY DESIGNATION:

Protected Utah code 63G-2-305(17),(18),(23)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27541 3
TITLE: Loan and grant files
DATES: 1989-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27542 3
TITLE: Oath of office
DATES: 1989-
ARRANGEMENT: Alphabetical by last name.
DESCRIPTION:

These are the official oaths of the board members appointed. They are used to verify that oaths were administered in accordance with the Utah State Constitution (Art.IV, Sec.10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 (1077) and 10-3-828 (1997)).

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Oaths of office, GRS-1023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical, and/or legal value(s).

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27542
TITLE: Oath of office

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27562 1
TITLE: Property owner meeting files
DATES: 2005-
ARRANGEMENT: Chronological by transportation project file; then alphabetical by last name of the property owner.

DESCRIPTION:

This is a list of the physical addresses and corresponding mailing addresses on property parcels surrounding the District's transportation projects. The engineer selected for the project sends a letter defining the basic scope of the upcoming project and invites property owners to attend a public information/input meeting. Other records included in this series are: a copy of the letter sent, a mailing list, and public comments received.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27546 1
TITLE: Resolutions
DATES: 1989-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These are formal statements of decisions adopted by the Board. These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (2010)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27226 1
TITLE: Transportation project files
DATES: 1989-
ARRANGEMENT:
DESCRIPTION:

These records support the agency's function to facilitate and develop the transportation system in the county. Records document engineering and construction projects undertaken by the agency. Information includes contracts for consultants and E-100 construction services, right-of-way acquisitions as well as final plans, reports, and studies. Related correspondence and financial information are also included. These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27226
TITLE: Transportation project files

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).

These records are of historical value as they document changes in the land and transportation routes.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.